

CUCHARAS SANITATION AND WATER DISTRICT (CSWD)
16925 STATE HIGHWAY 12
CUCHARA, COLORADO 81055
Minutes of the Board of Directors Regular Meeting
July 9th, 2025 (Amended)

1. Call to Order:

Chris Smith called the meeting to order at 1:00 pm

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chris Smith

3. ROLL CALL:

Chris Smith – Present

Steven Davis- Present

Ron Barbee – Present

Dona Taylor – Present

Staff present: Terry Sykes, Julia Shrout & Kristan Lowe

Visitors present: Carolyn Rominger of 18 S. Parkway (Cuchara S. Subdivision) to be sworn in during today's meeting

4. Approval of July 9th, 2025 Regular Board Meeting Agenda:

Chris asked if there were changes or additions to today's agenda. There was a request to add an item to New Business. The board will vote on the upcoming biking event and the request from the La Veta Fire Protection Auxiliary to use CSWD facilities as a relief/aid station.

Chris Smith made a motion to approve the July 9th, 2025 Regular Board meeting agenda as Amended. Steven Davis seconded the motion. All in favor. Motion carried, 4/0.

5. Board Vacancy – Appoint Board Member Position:

Chris reminded the board that Larry Dasenbrock resigned at the June 11th, 2025 regular board meeting. Board members reviewed a letter of interest from Cuchara resident Carolyn Rominger of 18 S. Parkway. Carolyn has valuable experience in accounting and has served on previous boards within Huerfano County. Carolyn will be appointed to a 2 year term.

Chris Smith made a motion to accept and appoint Carolyn Rominger as previously discussed. Dona Taylor seconded the motion. All in favor. Motion carried, 4/0.

6. Oath of Office:

Chris Smith explained Carolyn Rominger will need to be sworn in. Chris reiterated the board terms and mentioned the new board terms include: Dona Taylor (elected to a 2 year term), Chris Smith (elected to 4 year term) and Ron Barbee (appointed to a 2 year term) and Carolyn Rominger appointed to a 2 year term. Steven Davis recited the oath with Carolyn pursuant to §32-1-901, C.R.S. and Colorado Constitution Article 12, §9.

7. Assign Board Member Rolls and Responsibilities:

Board members discussed the CSWD rolls and requirements. It was decided that Steven Davis will serve as Board President, Ron Barbee will serve as the CSWD Board Treasurer, Chris Smith will continue on as CSWD Board Vice President, Dona Taylor will serve as CSWD Board Secretary. Lastly, Carolyn Rominger will serve as CSWD Director At Large.

Dona Taylor made a motion to approve the Board Member Rolls and Responsibilities as previously discussed. Carolyn Rominger seconded the motion. All in Favor. Motion carried, 5/0.

8. MINUTES CORRECTION AND APPROVAL: June 11th, 2025 Regular Meeting Minutes:

Board members reviewed the June 11th, 2025 Regular Meeting Minutes prior to today's meeting. Steven asked if there were any changes or additions. There were none.

Chris Smith made a motion to approve the June 11th, 2025 Regular Meeting Minutes as Presented. Steven Davis seconded the motion. All in favor. Motion carried, 5/0.

9. Public Forum: Nothing to Report

10. Treasurer's Report -Review & Approval of June 2025 Treasurer's Report (TR):

Steven Davis provided a brief update and reviewed operating income, operating expenditures, capital expenditures and the CSWD debt reserve accounts. He went over water and sewer fee totals and explained the gap is closing and the revenue received is catching up. Some misc. revenue received was a large payment from Comment Wireless for a lease payment made for the cell tower in Pinehaven. The Huerfano County property tax revenue is trending down. Steven recommended adjusting the budget next year to

reflect the early revenue arrival. The audit expense has been paid along with a payment made to MPMG group for accounting help and to prepare for the audit. Legal expense was higher due to EQR research. Expenses also included maintenance items that was completed on CSWD vehicles. Lastly, Steven went over loan amounts, interest totals and the overall status of the loans. He mentioned the debt reserve account is on track for the scheduled loan payments due in November. Steven said to expect an increase in salary totals in July because the board voted for merit increases to take effect in the first pay period of July.

Ron Barbee made a motion to approve the June 2025 as presented. Chris Smith seconded the motion. All in favor, motion carried, 5/0.

11. Public Forum: Nothing to Report

12. REPORTS OF OFFICERS, COMMITTEES PROFESSIONAL CONSULTANTS and STAFF:

a. Operations Status Report: Operations items reported by General Manager (GM) Terry Sykes

Terry provided a brief update regarding happenings in the field. He provided the water production data for June 2025 and said they made right around 2.7 million gallons. This included a peak day of 125k gallons. Terry has submitted the required water samples and mentioned he has submitted Water Quality Report for 2024 to the state and has posted a printed copy near the front door of the CSWD office. He explained a tree fell and took out the weather head and meter. There was arcing and we were fortunate that there was no fire. San Isabel Electric Association (SIEA) tied it off and Terry is working on quotes to have it replaced. Chris asked that field workers inspect all the CSWD facilities to help avoid this happening anywhere else in the district. Terry and the office staff completed training in the new utility billing software, Muni-Link. He and the field workers have been working to locate and pump a septic tank on Black Bear Rd. The Timbers Restaurant changed ownership and staff met the new owners, Ben & Jerilynn Wood. The meter project is going well and Terry reported less than 100 meters remain. The field workers have been adding 'No Trespassing' signs to restricted areas, specifically the Spanish Peaks water plant where folks were observed fishing near the pond. Jade Communications is close to completing the fiber installation to all CSWD sites and have plans to finish installing at the Spanish Peaks plant. Terry will schedule with the Computer Kernel to assist with finalizing the set-up once Jade is wrapped up.

Administrator Report: Reported by Business Administrator Julia Shrout

Julia announced the audit is going well and that she is working to wrap things up with Todd, the CPA from the MGPM accounting firm. The audit is due to the state auditor by July 31st, 2025. Julia will work to update board member emails. She has also been working to finalize the last of the ADA compliance items. She mentioned the audit document is difficult to improve. She is working with Streamline and their partner DocuAccess to help fix the document to ADA compliance standard. The audit company doesn't provide an ADA friendly document at this time. Julia renewed the sam.gov subscription and has been working to improve the Baker Creek cost spreadsheet. Julia explained a Resolution is needed to update the First National Bank of Trinidad authorized banking parties. A resolution is necessary to make these changes.

Board member Steven Davis voted to enter into a recess at 2:50 pm.

Board members reconvened at 3:00 pm.

Chris Smith made a motion to add an item to the July 9th, 2025 agenda.

Julia Shrout explained the banking responsibilities needed approved to remove Larry Dasenbrock and Jim Alt from the banking accounts.

Resolution 2025-06, CUCHARAS SANITATION AND WATER DISTRICTS FIRST NATIONAL BANK IN TRINIDAD (FNBT) ACCOUNTS RESPONSIBILITIES has been added to the New Business and the agenda has been amended during today's meeting. See section 14 for the 2025-06 resolution approval.

b. Water Stewardship Committee Report:

Kristan Lowe was able to attend the Huerfano County Water Conservancy District (HCWCD) meeting that was held on June 23rd, 2025. There is nothing new to report regarding the collaborative. The HCWCD is planning to vote on the Yellow Pine fire suppression case after discussing it further with the Huerfano County Commissioners. The lawyer present noticed the actual resolution had not been signed appropriately by the county. No decisions on Yellow Pine were made during the meeting. The lawyer present stated by rule, the pond is not large enough and that an augmented pond is not eligible.

c. Legal Case Updates

Board members reviewed an email update from Stuart Corbridge of Vranesh and Raisch. Stuart advised the board there are no new cases for CSWD and no action is needed by the board at this time. Stuart included a Fire Suppression pond application for the board to review.

- d. **Personnel Committee: Nothing to Report, remove from Agenda or add back on prior to Budget planning.**
- e. **Executive Committee Calendar:**
Ron Barbee will be the rotating members for the Executive Committee and will be available from July 9th, 2025 through August 13th, 2025.
- f. **Information Technology: Nothing New to Report,** Steven plans to reach out to Hayden to go over any outstanding issues. Terry will work with Hayden to finalize the Jade installation.
- g. **Reports of Officers: Nothing to Report**

13. OLD BUSINESS:

- **Baker Creek Plant Project Update:**
Bassett provided an updated bid. Terry is working to obtain another bid from Carrigan Construction out of La Junta. Royal Electric provided a bid at 82k for the HVAC repairs. Terry is waiting for more electrical quotes. Chris and Dona met under the Executive Committee to approve 50k payment to be made to Mackey Construction for the by-pass line. The project will take place the 2nd or 3rd week in August and the plan is to tie in the 12 in to a 6inch. Julia reviewed the reconciliation report and provided Baker Creek cost updates by GMS. GMS is helping to revise the bid received and Julia expects a new bid on Tuesday. Terry explained they have been able to partly reduce the scope of the bid by taking on some of the work internally.

14. New Business:


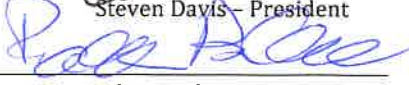
- **Executive Committee Calendar Update:**
Previously discussed. See section 12f. Dona served last month. This month will be Ron.
- **La Veta Fire Protection District – Auxiliary division request, Stonewall Century Bike Ride – August 9th, 2025 – Permission to use CSWD Facilities:**
Board members discussed the upcoming event. Steven explained in years past the participants have been given access to the CSWD break room and restrooms located at 16925 State Highway 12, La Veta CO 81055. No issues with this event in the past and board members decided it was okay to allow. They plan to provide the key to Laura Jameson on the Friday before the event and the staff will disarm the alarm for that area of the building.
Chris motion to approve the LVFPD Auxiliary use of the CSWD break room as discussed. Ron Barbee seconded the motion. All in favor. Motion carried, 5/0.
- **Resolution 2025-06, CUCHARAS SANITATION AND WATER DISTRICTS FIRST NATIONAL BANK IN TRINIDAD ACCOUNTS RESPONSIBILITIES**
Julia explained the representative at the bank advised her to submit a resolution and meeting minutes to make changes to the FNBT accounts. Kristan Lowe presented a copy of the resolution to obtain signatures after today's meeting.
Carolyn Rominger made a motion to accept the Resolution 2025-06, CUCHARAS SANITATION AND WATER DISTRICTS FIRST NATIONAL BANK IN TRINIDAD ACCOUNTS RESPONSIBILITIES as discussed. Chris Smith seconded the motion. All in favor. Motion carried, 5/0.

15. Executive Session Pursuant to C.R.S. §24-6-402

No Executive Session was required

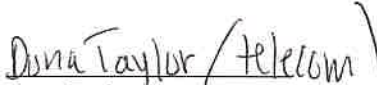
16. Adjournment:

Carolyn Rominger made a motion for an adjournment of today's meeting. Dona Taylor seconded the motion. All in favor. Motion carried, 5/0. The meeting was adjourned at 2:38 pm. The next regular board meeting will be held on August 13th, 2025 at 1:00 pm.


Steven Davis – President

Ron Barbee – Treasurer


Chris Smith – Vice President

Carolyn Rominger – Director at Large


Dona Taylor (telecom)
Dona Taylor-Secretary